Tauranga Primary School

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES ON TUESDAY 2 SEPTEMBER 2025

Present:	Lauren Stull	Chair/Policies
	Fiona Hawes	Principal
	Sam Hartnett	Mana Whenua Representative
	Holly Hawkins	FOTS
	Euan Rutherford	Property (via google Meet)
	Dave Medley	Staff Representative
Attendees:	Cathy Ediker	DP
	Susan O'Neill	Minute Secretary
Apologies:	Brad Garner	Finance

ACTION

ITEM 1 – ADMINISTRATION

1. Karakia Timatanga.

2. Welcome. Lauren welcomed everyone to the meeting and accepted apologies.

3. Declarations of Interest. No declarations for conflict of interest were noted.

ITEM 2 – REPORTS

4. Short-term international students. Cathy provided a Term 3 summary of positive progress on this trial with more students than expected and Gemma running a very smooth programme. Fees received to date are approximately $18,000. This may be an area of growth in future years.

5. SENCO. Cathy presented the Report for Term 3, 2025. Overall attendance is improving with the exception one student with chronic attendance. Holidays in term time account for much of the absence figures. The Whakamana rōpu has been running since 2024 and student voice confirms the growing value of this initiative. The ESOL programme is supported by 49 teacher aide hours per week currently working with 94 students. This area of growth is a challenge for the school in terms of funding, capacity and teaching space.

ITEM 3 - DECISIONS

6. Principal's Report. Fiona presented her report taking it as read and discussed the following items:

   a. **Extending Staff Parking Option.** This proposal was approved by the Board last week via email to an expected cost of $26,000. This cost is outside the 2025 budget and will be fully funded by Board reserves (with the knowledge of current unallocated board funds of

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$600,000). The upgrade of the available space is expected to provide additional parking for 12 cars.

b. **Maths and Pāngarau Year 0-6 accelerated learning support**. There are 143 FTTE available for all schools and kura to apply for to deliver MAP in 2026. Fiona has applied for this support which can provide a maximum of 0.4 FTTE.

c. **Teacher judgements** for midway Term 3, 2025 were shared and are noted as, overall, comparable with Term 3 2024 results. These are based on the refreshed curriculum which include increased expectations for each year level. There is some reluctance by teachers to judge students to be exceeding expectations in the new curriculum and a lack of exemplars to help confidently assess proficiency especially in Writing. Lauren expressed some concern over the low number of students reported in the Exceeding Expectation range and will share information from the Intermediate showing expectations in Writing at Year 7 and Year 8 to help improve information on levels at Year 5 and Year 6. Fiona will provide separated Year Level judgements for Term 4. — Lauren (A1); Fiona (A2)

d. **Board to review strategic plan overview 2026-2028.** This three year plan provides an overview for plans for equitable and coherent learning, respectful and connected relationships and spaces to learn and play. "Business as usual phases" are not included and more detailed plans are being formed beneath these wider groups. The desire for growth of iwi partnership, a new Board and feedback from the recent parent survey have helped form these plans. This overview will help develop the 2026 annual plan.
Motion: The Board approves the 2026 – 2028 Strategic Plan Overview as presented and discussed.
Moved: Sam Harnett **Seconded:** Lauren Stull

e. **Hall project** has been delayed a further week with a revised start date of 15 September.

f. The school has sourced **Safe Hold training** that uses de-escalation strategies. Fiona, Robyn and Cathy will attend this local training and make an assessment of its suitability for wider use. — Fiona (A3)

g. **Motion:** That the Principal's report, be accepted.

ITEM 4 – REVIEW

7. Finance. Fiona discussed items from the August finance meeting.
   a. July reports tracking well with current working capital of $1,522,537 and uncommitted funds of $607,666.
   b. Bank staffing has been fully utilised and the school from September will begin to use staffing budgets to top up this entitlement. The school will not be in a position to apply for additional staffing as it is staffed on a higher number of students than we have enrolled.

8. Policies. Current policies have been reviewed.

9. Personnel. Three 2026 teaching positions are current advertised. Jenna Batista has resigned from her full-time position and will work as a release teacher in 2026. Michaela Murray has resigned from her full-time position effective end of Term 3, 2025.

10. FOTS. Several ideas were shared at the meeting last week and work on the

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new area for the junior bike rack will be completed in the next school holidays.

11. Personnel in committee. 7:30pm-8:05pm Motion: That the public and staff of Tauranga Primary School be excluded from the following part of the meeting. The grounds are that the matter concerns personnel and the reason is to protect the privacy of the individual. This motion is proposed to comply with Sec 48 of the LGOI and M Act 1987 and the special requirement when excluding the public.

ITEM 5 – DISCUSSIONS.

- Fiona was very pleased to report that the application to Pub Charity Limited for a grant of $10,000 was successful and this will help offset Board costs as the per student cost has been reduced by this contribution.

ITEM 6 - AGENDA ITEMS. Items to be included for the next meeting are:

- New Chair
- Roles and responsibilities
- Board induction - school walk around

ITEM 7 – ADMINISTRATION

12. Confirmation of Minutes. The minutes of the last meeting held on 29 July were accepted as a true record with all actions considered off agenda.

Moved: Holly Hawkins **Seconded:** Sam Hartnett

13. Correspondence.

Inwards.

a. Nothing of note

Outwards

a. Noting of note

14. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions and closed the meeting at 8:05pm

15. Karakia whakamutanga

16. Next Meeting. Next meeting 6:00pm, Tuesday 21 October 2025.

Susan O'Neill	Lauren Stull	September 2025
Minute Secretary	Board Chair	

Attachments:

1. Principal's Report.

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